

Supervisory Border Patrol Agent (Training Operations Supervisor)

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

Office of Training and Development, CBP Canine Program

Overview

Open & closing dates

🕒 03/30/2015 to 04/13/2015

Salary

\$98,633 to \$128,223 per year

Pay scale & grade

GS 14

Work schedule

Full-Time - Full Time

Appointment type

Agency Employees Only

Locations

Few vacancies in the following locations:

El Paso, TX

Front Royal, VA

Relocation expenses reimbursed

Yes Relocation is authorized

This job is open to



[Federal employees](#)

Current or former competitive service employees, including:

- Merit promotion
- Career Transition (CTAP, ICTAP, RPL)
- Transfer

Announcement number

IHC-1367680-WES-MP

Control number

399196700

Duties

Summary

DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career with the U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please visit our website at: <http://www.cbp.gov/>
(<http://www.cbp.gov/>)

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Who May Apply: Current U.S. Customs and Border Protection employees with competitive status.

For definitions of terms found in this announcement, please see <http://www.dhs.gov/careers>
(<http://www.dhs.gov/careers>)

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Organizational Location: These positions are with the Department of Homeland Security, U.S. Customs and Border Protection, Office of Training and Development, CBP Canine Program, Canine Center El Paso and Canine Center Front Royal.

GS Salary: The salary shown above is the "Rest of the United States." Salary is adjusted for the locality. The following link displays the locality pay tables by geographic area.
<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>
(<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>)

Mobility Agreement:
Selectees will be

required to sign a mobility agreement upon acceptance of the position. The target term length for the purpose of this mobility agreement is three to five years.

During or at the conclusion of this time period, the selectee may be required to relocate to another duty location for career development or for other reasons determined to be in the best interest of CBP.



Responsibilities

- Serving as a Training Operations Supervisor at Canine Center El Paso, communicating policies, procedures, and regulations to subordinate supervisors, instructors, and trainees to ensure appropriate implementation;
- Reviewing current policies to ensure relevance and effectiveness, creating and implementing new policies as necessary, and comparing and reporting budget requirements for training programs;
- Representing the agency in meetings and negotiations regarding training, with representatives of public and private organizations, with other government officials, and continual monitoring of training requirements;
- Scheduling and assigning training, special projects, and curriculum development activities to unit personnel;
- Guiding employees in prioritizing tasks with competing deadlines and balancing the needs of varied stakeholders.

Travel Required

Occasional travel - Some travel is required

Supervisory status

Yes

Promotion Potential

14

Who May Apply

This job is open to...

Current U.S. Customs and Border Protection employees with competitive status.

Questions? This job is open to 1 group.

Job family (Series)

[1896 Border Patrol Enforcement Series](#)

(<https://www.usajobs.gov//Search/?j=1896>)

Requirements

Conditions Of Employment

- May be required to successfully pass a background investigation/polygraph
- May be required to pass initial and random drug testing
- Must be able to meet job-related medical and/or fitness standards

The qualifications listed above must be met by Monday, April 13, 2015 and are subject to verification at any stage of the application process.

Qualifications

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religions; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You qualify for the GS-14 level if you possess one year of specialized experience at the GS-13 level or equivalent performing duties such as:

- Providing technical and administrative direction and oversight for all training related functions within an assigned area;
- Supervising, managing, or directing operations, or operational programs and their appropriate support functions; and
- Developing, managing, or directing operational policy or programs related to training and development.

Time-in-Grade: Current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service.

Education

Additional information

Supervisory Probationary Period: The Civil Service Reform Act requires first time supervisors and/or managers to serve an 18 month probationary period. You may also be required to complete an appropriate supervisory training course within 90 days of assignment to this position.

Foreign Language: You will be required to demonstrate proficiency speaking and reading in Spanish.

Drug Testing: This job has been identified as "testing designated" under our Drug-Free Workplace Program. You must satisfactorily complete a drug test prior to being hired. The agency will schedule, provide and pay for the drug test. Once on board, you will be subject to random drug testing.

Firearms Requirement: You will be required to carry a firearm while performing duties of this position. Maintaining firearm proficiency is also mandatory. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment.

Overtime: Overtime may be required and will be compensated by FEPA. In accordance with 5 U.S.C. 5545(c)(2), this position is NOT eligible for AUO payments.

Motor Vehicle Operation: You must possess a valid state automobile driver's license at the time of appointment.

How You Will Be Evaluated

Promotion Eligibility Rules as of October 1, 2013 (Directive No. 51332-022B):

- Individuals in first-line or second-line supervisory/managerial GS-13 positions are eligible as competitive candidates.
- Candidates in all other supervisory/managerial GS-14 and above positions will be considered noncompetitively for this position.

Human Resources will review your resume and supporting documentation to ensure you meet the minimum qualification requirements. If you meet the minimum qualifications, your knowledge, skills and abilities (KSAs) will be rated between 70 and 100 based on your responses to the online assessment. If you are eligible for placement under the Agency Career Transition Assistance Program (CTAP) you must earn a score of 85 or above to be considered well qualified.

The KSAs for this position are:

- Knowledge of Immigration and Nationality Laws
- Knowledge of proper law enforcement methods
- Skill in analyzing disparate facts, events, and other types of intelligence material
- Skill in using a variety of automated information systems to gather information for intelligence, enforcement, prosecutions, and to facilitate decision making

Background checks and security clearance

Security clearance

Public Trust - Background Investigation

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and must be in English. It should contain each position title, grade (if Federal), your duties, accomplishments, the dates you held each position, and your work schedule and salary so we may best assess your qualifications.
- **Your responses to the [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5333668&PreviewType=Questionnaire)**
 [\(https://ApplicationManager.gov/Questionnaire.aspx?ID=5333668&PreviewType=Questionnaire\)](https://ApplicationManager.gov/Questionnaire.aspx?ID=5333668&PreviewType=Questionnaire)

It is your responsibility to verify that all information entered, uploaded, or faxed (e.g., resume and completed assessment) is received and accurate. Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date of this announcement.

Applications and supporting documentation will not be accepted by mail or e-mail. The address below is for inquiries only. If you are unable to apply online, please contact the Hiring Center listed at the end of this job announcement at least two days prior to the closing date for further instructions. You may apply more than once; however, only your most recent application will be used.

If you are relying on your education to meet qualification requirements:

You **MUST** submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "**not qualified**".

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/). (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

Law Enforcement Retirement: This position meets the eligibility criteria for law enforcement retirement under both the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). Employees covered by either retirement system who reach age 50 or over with at least twenty years of service as a law enforcement officer are qualified for law enforcement retirement. In addition, employees covered by FERS (all new hires to the Federal government) of any age with at least 25 years of service as law enforcement officer are qualified for law enforcement retirement. Finally, employees who reach age 57 with at least twenty years of service as law enforcement officers are subject to mandatory retirement. For further information on when an employee continues or discontinues coverage under the special retirement system for law enforcement officers, please see the CSRS and FERS handbook, Chapter 46, pages 12-13. <http://www.opm.gov/retirement-services/publications-forms/csrsfers-handbook/c046.pdf> (<http://www.opm.gov/retirement-services/publications-forms/csrsfers-handbook/c046.pdf>)

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Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To begin your online application, click the **"Apply Online"** button and follow the prompts to register or sign into Application Manager. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials must be submitted by 11:59 p.m. Eastern Standard Time on Monday, April 13, 2015

You are not required to submit official documentation as part of your application package. However, if selected, you must provide the required official documentation prior to appointment.

We strongly encourage you to apply online. If you cannot apply online, you may FAX your résumé, assessment questionnaire, and supporting documents to (478) 757-3144. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5333668&PreviewType=Questionnaire) (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5333668&PreviewType=Questionnaire>) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf (http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf)

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If any part of your application is not received, it will be evaluated solely on the information available.

Agency contact information

 Indianapolis Hiring Center

Phone

[\(317\)715-3000](tel:(317)715-3000)
(tel:/(317)715-3000)

Email

CUSTOMERRESPONSE@CBP.DHS.GOV
(mailto:CUSTOMERRESPONSE@CBP.DHS.GOV)

Address

CBP Indianapolis Hiring Center
6650 Telecom Drive
Suite 100
Indianapolis, IN

[Learn more about this agency](#)
(#agency-modal-trigger)

This announcement includes Front Royal, VA as a duty location.

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling.

Next steps

Once you submit your application, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and/or interviews. We will notify you by e-mail after each of these steps has been completed. Your status will also be updated on USAJOBS throughout the process. To check your status, log on to your USAJOBS account, click on "Application Status", and then click "More Information". We expect to make a final job offer within 90 days after the deadline for applications.

For more information on applying for Federal employment, please click [here](http://www.opm.gov/faqs/topic/employment/index.aspx?cid=5d9058d6-78fb-42a2-9d2a-9d14c22982f0)
(http://www.opm.gov/faqs/topic/employment/index.aspx?cid=5d9058d6-78fb-42a2-9d2a-9d14c22982f0)

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Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder)
(https://twitter.com/#!/customsborder)

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)
(https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)